

**WISCONSIN AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT NUMBER: 22-039ANG

OPENING DATE: 04 February 2022

CLOSING DATE: 21 February 2022

FILL DATE: TBD

POSITION TITLE: Contracting Specialist

AFSC REQUIREMENTS: 6C0X1

Trainees Accepted

RANK AUTHORIZED TO APPLY: E5– E7

MINIMUM SKILL LEVEL REQUIRED: 5 Skill Level in Any AFSC

UNIT/LOCATION: 128 Air Refueling Wing, Milwaukee, WI

AREA OF CONSIDERATION: Open to all eligible to enter the WI ANG AGR Program

ASVAB REQUIREMENTS:

M: A: G: 72 E:

P: 3 U: 3 L: 3 H: 2 E: 3 S: 3

MINIMUM QUALIFICATION REQUIREMENTS

1. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.
2. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
3. Personnel must have sufficient retainability to permit completion of tour of duty. Cannot be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
4. **Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.**
5. **While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.**
6. At a minimum, applicants must be able to obtain and /or maintain a favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

CONDITIONS OF EMPLOYMENT

1. As required by Executive Order 14043, WI ANG Members are required to be fully vaccinated against COVID-19 regardless of the member's duty location or work arrangement, subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 before accepting a position. Members are considered fully vaccinated two weeks after their second shot in a two-dose series, or two weeks after a single-shot series.
2. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. **Member must remain in initially assigned position for a minimum of 24 months.**
3. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
4. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
5. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.
6. Existing ANG Promotion Policies apply.

BRIEF DESCRIPTION OF DUTIES:

Contracting professionals are required to perform a wide range of business functions including, but not limited to: research contracting requirements to determine the best course of action on procuring the commodities, services, and construction required to enable execution of assigned missions. Formulates business strategy, and produces documentation to build a historical file of all matters dealing with the acquisition of the requirement sufficient enough to protect the Air Force from litigation. Obtains and analyzes data on industry trends, and recommends a course of action to varying layers of leadership and a wide range of units as appropriate. Researches applicable Federal, Department of Defense, and Air Force guidelines to ensure contractual actions and documentation meet requirements from cradle to grave. Establishes courses of action based on applicable laws, regulations, and professional business judgement. Researches and applies applicable provisions and clauses in order to protect the government and the Air Force. Performs electronic commerce and electronic contracting utilizing available information technology and web-based systems, and works directly with interested parties to determine the best value to the government. Produces various contract documents including but not limited to: determinations and findings, justification and approvals, contract award document, abstracts, memorandums for record, and contract payment records. May also perform evaluation of bid pricing, review of contracts prior to award, determining contractor responsibility, post, amend or cancel solicitations, mediation of protests, and contract award negotiations. Conducts site visits to determine adequacy of contractor compliance and customer satisfaction. Interviews contractor employees to determine labor law compliance. Trains and monitors quality assurance personnel, and determines appropriate actions in instances of nonperformance of an established contract. Contracting members may be required to resolve claims, disputes, and appeals, and may perform termination of contracts and negotiate and administrate termination settlements. Provides contingency contracting support at CONUS and OCONUS locations in support of Air Force, joint U.S., and allied forces. Develops and manages contingency contracting program plans.

SPECIALTY QUALIFICATIONS:

Knowledge. N/A

Education. Bachelor's Degree in any subject.

Other. The following provides minimum qualifications for award of the AFSCs indicated. In addition, enlisted contracting members must adhere to the Department of Defense Acquisition Professional Development Program (APDP) by achieving Contracting Level I and Level II certifications at appropriate milestones. The minimum requirements as well as the typical chronological order for award of upgraded AFSCs and APDP certifications is as follows: 6C011 (Helper) – AFSC assigned while students are attending the Air Force Contracting Mission Ready Airman Course. APDP Contracting Certification Level I. Member must meet minimum requirements for experience, position, and coursework for the Contracting Level I certification as stipulated by the Defense Acquisition University. Non-Prior Service Airmen: Never have been convicted by a civilian court of a Category 1, 2, or 3 offense, or exceed the acceptable number of Category 4 or 5 offenses. Category 3, 4, or 5 traffic offenses alone are not disqualifying. NOTE: Categories of offenses are described and listed in AFMAN 36-2032, Military Recruiting and Accessions. See attachment 4 for additional entry requirements.

For Airmen being reclassified into 6C0X1 or first term and career Airmen retraining into the 6C0X1 AFSC: Must not have been convicted by court-martial nor received an Article 15 for the past 3 years, and can never have been convicted by court-martial nor ever received an Article 15 for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property, financial irresponsibility, or committing acts of misconduct relating to or engaging in falsification of legal documents. Retraining applicants can never have been convicted by a civilian or military court of any Category 1 offense and can never have been convicted by a civilian or military court of a Category 2 offense involving violence, theft, or a crime of a sexual nature. Cannot have been convicted by a civilian or military court of other Category 2 or 3 offenses within the past 3 years, nor exceed the acceptable number of Category 4 or 5 offenses. Category 3, 4, or 5 traffic offenses alone are not disqualifying. NOTE: Categories of offenses are described and listed in AFMAN 36-2032, Military Recruiting and Accessions. See attachment 4 for additional entry requirements. Other. Additional requirements for retraining applicants: Retraining applicants must be E-5 or below and cannot possess a promotion sequence line number to E-6 prior to official notification of attendance to the Air Force Contracting Mission Ready Airman Course. Those seeking to retrain into Contracting must have an interview with the nearest permanently assigned superintendent of a numbered contracting flight or contracting squadron to evaluate the retrainee's suitability for the 6C0X1 career field. The retraining candidate must obtain a written endorsement from the superintendent for entry into the AFSC 6C0X1. In cases where a permanently assigned superintendent is not available, SNCOs who are vectored for superintendent may conduct the interview for a potential retrainee, but the functionally aligned 6C MFM must endorse the retrainee application memorandum. For retrainee applicants who are serving outside of normal Air Force billets, the nearest geographically located 6C MFM will be required to review and endorse the retraining package. In order to qualify for an interview, members must meet the following criteria: Member must have a current and passing Fitness Assessment at the time of the interview with the contracting superintendent. Member must complete the Contracting Retraining Assessment. Member must have the ability to speak distinctly and communicate effectively in writing. Disqualification. Members may be disqualified from AFSC 6C0X1 for any of the following: Convicted by court-martial or received an Article 15 for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property, financial irresponsibility, or committing acts of misconduct relating to or engaging in falsification of legal documents. Convicted by a civilian court of a Category 1, 2, or 3 offense, or exceed the acceptable number of Category 4 or 5 offenses. Category 3, 4, or 5 traffic offenses alone are not disqualifying. NOTE: Categories of offenses are described and listed in AFMAN 36-2032, Military Recruiting and Accessions. Failure to maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security. Failure to obtain APDP certifications within the required 24-month timeframe. Failure to maintain continuous learning requirements in accordance with the APDP.

HOW TO APPLY

All documents must be personally identifiable and must include date if required.

All applicants must submit a complete application packet to HRO to be considered for an AGR position. All Applicants must submit an application that includes the following:

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- ☐ If you are unable to obtain or must substitute required documents, a detailed statement must be provided in the Application Cover letter to justify the absence. **Failure to include justification for missing or replaced documentation in cover letter will result in disqualification of Application. Documents submitted after the closing date will not be accepted.**
- ☐ **NGB Form 34-1** (Application for AGR Position) dated 11 November 2013 (**must be provided even if already AGR; must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- ☐ **Record Review RIP** (**NOT point credit summary or Career Data Brief**) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from vMPF. If you cannot pull contact your unit CSS.
- ☐ **Member Individual Fitness Report**. All airmen will provide a satisfactory fitness test by the last day of the month, not outside 12 calendar months (must meet this requirement by the closing date). Will not accept the "I AM FIT" report.
- ☐ Current (within 12 months) **AF Form 422**, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score. If any PULHES are a "3", a statement indicating that individual is Worldwide Deployable needs to be submitted. Contact your Medical Group to obtain your AF Form 422. A working copy will be accepted to show the process has been started if most current 422 is not within 12 months of the closing date. This is used to verify PULHES and medical readiness.
- ☐ **DMA FORM 181-E** (Race and National Origin Identification). Form is required for packet. However, completion is voluntary. Please see further instructions on the form.
- ☐ All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

1. E-mail **SCANNED** application encrypted to AGR POCs MSgt Melanie Kasten and SSgt Toni Trentadue: Melanie.kasten@us.af.mil and toni.trentadue@us.af.mil. An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3720 or (608) 242-3730 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. **HRO will not review the application for completion or accuracy before the closing date.** The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

3. Questions regarding this announcement may be referred to AGR Staffing, Comm (608) 242-3730 DSN 724-3730 or e-mail above AGR POCs.